



U.S. FLEET AND INDUSTRIAL SUPPLY CENTER  
YOKOSUKA, JAPAN



## FISC Yokosuka, Japan



LOGISTICS SUPPORT CENTER

*QUICK REFERENCE HANDBOOK*

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# **1. INTRODUCTION**

U.S. Fleet and Industrial Supply Center Yokosuka Japan provides fuel, contracting and supply support throughout the Western Pacific, including U.S. Fleet Activities Yokosuka, tenant commands, non - appropriated fund activities, and all Forward Deployed Naval Forces (FDNF) and transient units. The purpose of this handbook is to publish logistics information, procedures, and services available throughout the Western Pacific.

Mailing address: N62649 FISC YOKOSUKA JAPAN  
PSC 473 BOX 11 ATTN: CODE 100  
FPO AP 96349 - 1500

Location: Yokosuka, Bldg F - 157  
Unit Identification Code: N62649  
Routing Identifier Code: NZZ  
Message PLAD: FISC YOKOSUKA JA

## **2. CUSTOMER SUPPORT**

### **A. LOGISTICS SUPPORT CENTER (LSC)**

The LSC was established to be the single gateway to the shore logistics infrastructure! The LSC is the customer interface to supply and logistics support ashore. The LSC is anchored on the Logistics Support Representative (LSR), who is the single point of contact for the customer regarding all logistics requirements.

### **B. FLEET SUPPORT DIVISION (CUSTOMER SERVICE - CODE 105)**

The Customer Service Division is the primary Point of Entry (POE) throughout WESTPAC for customer requisitions: NSN and NON - NSN (open purchase) materials, provisions, subsistence, and 1Q ship store support. Services include stock checks, status checks, bearer walkthroughs, technical screening, and the customer's liaison for FISC internal codes and third-party logistics providers/partner organizations.

Location: Yokosuka, Bldg F - 157 (1<sup>st</sup> Deck)  
Hours of Operation: 24 hours/day  
Salts Address: FISC YOKOSUKA  
Salts Code: NZZ  
DSN: 243 – 9179: Division Officer  
243 – 7030: Customer Service  
243 - 6433/6441: Provisions and Subsistence/1Q  
243 - 6424/6437: NSN Stock/Status Check  
243 – 7027: Technical Screening/Open Purchase Status  
243 – 7617: FAX  
Commercial Overseas: 011 - 81 - 6160 - 43 - last four  
Email: [fisc105@yoko.fisc.navy.mil](mailto:fisc105@yoko.fisc.navy.mil)  
CDO Cell Phone: 090-1121-1231

### **C. GSA MART**

General Services Administration(GSA) partnered with FISC to replace SERVIMART in Jun 1998. GSA Mart accepts Standard Money Value Only (MVO) vouchers and credit card buys.

Location: Yokosuka, Bldg B - 52  
Store Hours of Operation: 0830 - 1430, Mon - Fri  
DSN: 243 - 9974  
Commercial Overseas: 011-81-6160-43-9974  
(For urgent inquiries during after hours: DSN: 243 – 7030)

### **D. FLEET READINESS SUPPORT DIVISION (CODE 106)**

Code 106 coordinates high priority material movement and interacts with various activities in operations and logistics planning. They primarily expedite customer CASREPS, ANORS, NMCS, PMCS, Broad Arrow, AWP, and urgently required HI-Priority items as designated by the customer. Code 106 also manages and operates the Navy Overseas Air Cargo Terminal in Yokota.

Location: Yokosuka, Bldg 1848 (1<sup>st</sup> Deck)  
Hours of Operation: 24 hours/day  
DSN: 243 – 9581: Division Officer  
243 - 8462/6337/8089  
FAX: 243 - 7051  
Commercial Overseas: 011 - 81 - 6160 - 43 - last four  
Email: fisc106@yoko.fisc.navy.mil

### **E. NAVY OVERSEAS AIR CARGO TERMINAL (NOACT) YOKOTA**

NOACT is under the management and operational control of the Fleet Readiness Support Division. The NOACT is physically located at the Yokota Air Force Base about a three hour drive from Yokosuka. Responsible for the movement, processing, transshipment, and forwarding of air cargo moving via AMC channels.

Location: Yokota AB, Bldg 79  
Hours of Operations: 24 hours/day  
Message PLAD: NOACT YOKOTA AB JA//106.4//  
DSN: 225 - 9514/9428  
Commercial Overseas: 011- 81 - 311 - 755 - 9428/9514  
FAX: 225 - 8782

## **F. FLEET REPAIRABLE ASSET MANAGEMENT DIVISION (CODE 107)**

Code 107 manages and operates the Advance Traceability and Control (ATAC) Node in Yokota, which accepts, screens, and processes Non-Ready-For-Issue (NRFI) Depot Level Repairable (DLR) retrogrades for Transaction Item Reporting (TIR) to NAVICP. Working with the NAVICP Technical Assistance for Repairables Program (TARP) representative, the division ensures that quality assurance and training regarding turn-in procedures are achieved. Additionally, Code 107 serves as a liaison to the Fleet for the WESTPAC Component Repair Program (CRP). Currently, Code 107 is in the process of expanding TIR service throughout Japan.

Location: Yokosuka, Bldg1848 (1<sup>st</sup> Deck) and Bldg J-12  
Hours of Operation: 0730 - 1700, Mon - Fri  
DSN: 243 - 6357 Division Director  
Commercial Overseas: 011 - 81 - 6160 - 43 - 6357  
(For urgent inquiries during after hours: DSN: 243 - 7030)  
FAX: 243 - 8103

## **G. ADVANCE TRACEABILITY AND CONTROL (ATAC) NODE YOKOTA**

ATAC accepts, screens, and processes NON - RFI retrogrades turned in to Yokota prior to transshipping carcasses to San Diego ATAC via the AMC channel.

Location: Yokota AB, Bldg 79  
Hours of Operations: 24 hours/day  
Message PLAD: NOACT YOKOTA AB JA//107//  
DSN: 225 - 9514/9428  
Commercial Overseas: 011 - 81 - 311 - 755 - 9428/9514  
FAX: 225 - 8782

## **H. HAZMIN CENTER (CODE 600)**

The HAZMIN Center is the first line of support for Hazardous material requirements. Prior to ordering, all hazardous material requirements must be routed through HAZMINCEN for screening. Additionally, Code 600 conducts CHRIMP, WinHICS, and RHMMS training.

Location: Yokosuka, Bldg 4808 (Adjacent to the ATGWP Fire Fighting School)  
Hours of Operation: 0730 - 1630 Mon - Fri  
DSN: 243 - 6009 Director  
243 - 5102 HAZMIN Center  
Commercial Overseas: 011 - 81 - 6160 - 43 - 5102  
(For urgent inquiries after working hours: DSN 243 - 7030)

## **I. PERSONAL PROPERTY/HOUSEHOLD GOODS (CODE 800)**

Provides inbound and outbound entitlement counseling as well as arrangements for delivery or pick up of personal property. Provides counseling for processing claims against the U.S. Government for shipment loss or damage to personal property.

Location: Yokosuka, Bldg 1848 (1<sup>st</sup> Deck)

Hours of Operation: 0800 - 1600, Mon - Fri

DSN: 243 - 7061

Commercial Overseas: 011 - 81 - 6160 - 43 - 7061/62

(For urgent inquiries after working hours: DSN 243 - 7030)

## **J. FUEL DEPARTMENT**

The mission of the Fuel Department is to provide direct petroleum support to U.S. Military Activities and United Nations Forces. The Fuel Department maintains inventory control, accountability and quality surveillance for all the bulk fuel products issued and received at the seven fuel terminals located throughout Japan (Hachinohe, Hakozaki, Tsurumi, Koshiba, Sasebo).

Location: Hakozaki Fuel Terminal (Main Terminal)

Hours of Operation: 0730 - 1630

DSN: 244 - 7714 Director

244 - 2730

Commercial Overseas: 011 - 81 - 6160 - 44 - 7714

Cargo Superintendent (24 Hours) DSN: 244 - 2120

(For urgent inquiries and requirements after working hours: DSN 243 - 7030)

## **K. CONTRACTING DEPARTMENT (CODE 200)**

Contracting Department provides all regional contracting for supplies, services and ship repair afloat units and supporting shore activities throughout the WESTPAC area of operation (AOR).

Location: Yokosuka Bldg. F - 157 (2<sup>nd</sup> Deck)

Hours of Operation: 0730 - 1630 Mon - Fri

DSN: 243 - 7733 Director

Commercial Overseas: 011 - 81 - 6160 - 43 - 7731

## **L. INDUSTRIAL SUPPORT DEPARTMENT (CODE 500)**

ISD processes material requirements for the Ship Repair Facility (SRF) in support of maintenance mission for forward-deployed ships.

Location: Yokosuka SRF Bldg

Hours of Operation: 0730 - 1630, Mon - Fri

DSN: 243 - 5303 Director

Commercial Overseas: 011 - 81 - 6160 - 43 - 5303/7154

(For urgent inquiries after working hours: DSN 243 - 7030)

## **3. SUPPLIES AND SERVICES**

### **A. ONETOUCH SUPPLY**

OneTouch Supply is a web site designed to provide procurement services directly from the customers PC. From OneTouch Supply, a customer can perform stock checks, input requisitions and check delivery status. All customers are encouraged to visit the web site and apply for your free access user I.D. and password:

<http://www.onetouch.yoko.fisc.navy.mil> (Regional)

<http://www.navsup.navy.mil> (Global)

OneTouch Administrator: DSN 243 - 6425/6424

Commercial Overseas: 011 - 81 - 6160 - 43 - 6425/6424

### **B. STANDARD STOCK REQUISITIONS**

Customers are encouraged to input requisitions through the OneTouch Supply web site. If you do not have INTERNET access, submit requirements to the Logistic Support Center via SALTS or floppy disk (MILSTRIP) filename \*.TXT format. Computers with internet capability are also available in Customer Service For those local customers without internet capability.

### **C. PROVISIONS ORDERS/FSM II/STORES NT**

In 1998, NAVSUP directed shipboard customers to utilize the Food Service Management II (FSM II) system for ordering provisions. FISC Yokosuka has STORES NT capability and can input your requirement directly from floppy disks. Use the latest Provisions Catalog for Yokosuka, which is available from SALTS Central, the One - Touch Supply web site, or FISC Yokosuka's Logistics Support Center. It is recommended that all provision requirements are submitted at least 10 working days prior to the Required Delivery Date.

#### **D. SHIPS STORE (1Q) MATERIAL**

FISC Yokosuka carries 1Q material. 1Q catalogs are available from our Logistics Support Center. It is recommended that all requirements are submitted at least 10 working days prior to the Required Delivery Date.

#### **E. CELL PHONES/BEEPERS/WATER TAXIS**

Providing a proper funding document to the Base Communications Office (BCO) can coordinate cell phones. CFAY Port Operations can coordinate the pick up and turn in of cell phones.

At anchorage, the FISC Husbanding service support agent will contract and obtain water taxis or liberty launch services. Please bring the proper funding document and prospective water taxi schedule to the Logistics Support Center.

POC: Mr Hideo Enomoto, DSN: 243 - 7568 , 090-8583-4253

Mr Ken Satoh, DSN 243 - 6295

Commercial Overseas: 011 - 81 - 6160 - 43 - 7568/6295

After Hours: DSN: 243-7030

#### **F. REQUESTING PETROLEUM OIL LUBE (POL)**

Prior to arrival in Yokosuka, all POL products (DFM, JP - 5, MOGAS, Lube Oil 2190/MIL - L - 1733 and 9250/MIL - L - 9000) can be requested through a LOGREQ to COMFLEACT Yokosuka. While inport or at anchorage in Yokosuka, POL can be ordered by telephoning the Fuel Department at DSN 244 - 2120. While inport or at anchorage, both DFM and JP - 5 can be delivered by barge (fuel capacity of 168,000 gallons). While inport, both DFM and JP - 5 can be delivered by a tank truck (fuel capacity of 4,500 gallons). A tank truck (fuel capacity of 2,000 gallons) can deliver MOGAS. Lube oil (2190 and 9250) can be delivered by a tank truck (lube oil capacity of 1,200 gallons each). Prior to fueling ships, a DD Form 1149 must be furnished by the customer. The Fuel Department will prepare the DD Form 1149 for all Foreign Navy ships.

Refueling of helicopters (COLD ONLY) can be accomplished through submitting a Prior Permission Require (PPR) message to COMFLEACT Yokosuka. A tank truck (fuel capacity of 4,500 gallons) will deliver the fuel. Prior to refueling helicopters, a DD Form 1348 must be furnished by the FISC Fuel Department.

#### **G. OPEN PURCHASE REQUISITIONS**

The Contracting Division's Simplified Acquisition Procedures (SAP) Branch awards purchase orders/contracts to local vendors for non - standard supplies and services. Requisitions on DD Form 1149 or Standard Form 2276 are submitted to FISC Logistics Support Center for technical review and forwarded to Contracting for action.



## **H. ISD SUPPORT**

ISD provides primary support to ships undergoing scheduled restricted availability. Other services are available to visiting units upon request. Please contact the ISD Director for further information at DSN 243 - 5303.

## **I. NON-RFI DLR RETROGRADE TURN - INS**

Material either picked-up or turned-in for carcass crediting or transshipment in Yokosuka is processed through FISC Yokosuka Bldg J - 12 during normal business hours (Mon - Fri, 0800 - 1600). FISC Yokosuka personnel will sign for turn-ins. Ensure proper expenditure and shipping documents are included with the material. NRFI material not accompanied with the proper paperwork may be rejected or reworked until corrected.

## **J. HAZWASTE TURN-IN**

Non-reuseable hazardous wastes are turned-in to PWC HAZWASTE Environmental Section by contacting DSN 243 - 5777.

## **K. LOGISTICS TRAINING COORDINATION**

The Fleet Assistance Training Coordination (FACT) Team liaisons with local training resources and activities to assist the customer in identifying logistics training requirements. Please contact the Logistics Support Center for information at DSN 243-7030.

# **4. SUBMARINE UNIQUE**

## **A. PROVISIONS ORDERS**

FISC accepts food orders downloaded from the Food Service Management program. Use the provisions catalog. We accept LOGREQ food reorders via SALTS or regular message. Use CARGO format if utilizing SALTS or Naval message to submit requirements.

## **B. HOTLIST MATERIAL**

HOTLIST material is initially received through DDYJ Yokosuka, Bldg J - 39. If expecting HOTLIST material from the U.S. via any delivery source, it is essential to inform the FISC Logistics Support Center and DDYJ Yokosuka Receiving Office. The Japanese Customs Office is closed on weekends and Japanese holidays. Contact the Logistics Support Center if you need a copy of the Priority Material Office (PMO) HOTLIST for your unit.

## **C. CHILL AND FREEZE BOXES**

Chill and freeze boxes can be requested with sufficient lead time. Please request this service through the LOGREQ message. Please provide accounting data, size of container, time/date of delivery, and desired duration.

## **5. DEFENSE DISTRIBUTION DEPOT YOKOSUKA**

Message PLAD: DDYJ YOKOSUKA JA

### **A. MATERIAL RECEIPT AND DELIVERY**

Ship's material and fleet freight are initially received by DDYJ Bldg J - 39 and are staged until delivery is requested. Request delivery via LOGREQ the Logistics Support Center. Material will be delivered pier side. To have material transshipped, contact the Logistics Support Center via phone or regular message.

### **B. SHIPPING, PACKING & CRATING**

There are numerous shipping services, including World Wide Express, available to ship material. All shipments will require proper shipping paperwork and may also require funding for packing and crating. Please contact the Logistics Support Center for information.

## **6. HOLIDAYS**

### **A. U.S. FEDERAL HOLIDAYS**

FISC and Japanese employees observe U.S. Federal Holidays. Military personnel on duty will be available to answer questions regarding supplies and services.

### **B. JAPANESE HOLIDAYS**

FISC Yokosuka Japanese employees and local vendors observe Japanese holidays, thus affecting U.S. military business. Orders for Fresh Fruit & Vegetables might not be available for delivery if the required delivery date falls on a Japanese Holiday. The following is a list of Japanese national and traditional holidays:

Jan 1 - 5	New Year's	Jan 15	Coming of Age
Feb 11	National Foundation Day	Mar 21	Vernal Equinox Day
Apr 29	Green Day	May 3	Constitution Day
May 5	Children's Day	Jul 20	Sea Day
Aug 13 - 15	Obon Season	Sep 15	Respect for the Aged Day
Sep 23	Autumnal Equinox Day	Oct 10	Health Sports Day
Nov 3	Culture Day	Nov 23	Labor Thanksgiving Day
Dec 23	Emperor's Birthday		

\* Note – Not all of the above listed holidays affect business. However, please be aware for planning purposes.

## 7. PHONE LISTS

### **FISC Yokosuka**

Commanding Officer  
 Executive Officer  
 Customer Support Dept Head  
 LSC Operations Officer  
 Customer Service Director  
 Customer Service Deputy Director  
 NSN/Open Purchase Support LCPO  
 Provisions/1Q Support, LCPO  
 GSA - Mart  
 Fleet Readiness Support Director  
 FRS, Deputy Director  
 Personal Property Office  
 HAZMIN Center  
 Duty Supply Services  
 Contracting Director  
 Contracting Deputy  
 General/SAP  
 Fuel Director  
 POL Supervisor

### **Point of Contact**

CAPT Daniel Smoak  
 CDR Johnathan Yuen  
 LCDR James Reich  
 LT Robert Brooks  
 LT Mark Axinto  
 SKC(SW) P. Opera  
 SKC(SCW) M. Muyargas  
 MSC(SW) T. Mears  
 Mr. T. Yonei  
 1stLT Rob Cuevas, USMC  
 SKC(SW) Paul French  
 SKC(SW) Smith  
 SKC(SW) Soriano  
  
 LCDR Wadge  
 Mr. Kawashima  
 Mrs. Kobayashi  
 LCDR Martin  
 MMCM(SW) Ortiz

### **Phone**

243 - 7077  
 243 - 7078  
 243 - 7731  
 243 - 9569  
 243 - 9179  
 243 - 6425  
 243 - 6427  
 243 - 6441  
 243 - 5187  
 243 - 9581  
 243 - 8462  
 243 - 7587  
 243 - 5102  
 243 - 7030  
 243 - 7733  
 243 - 7733  
 243 - 6835  
 243 - 7714  
 244 - 2122

### **Distribution/DDYJ Yokosuka**

Director  
 Deputy  
 Receiving  
 Shipping  
 Delivery

CDR Armstrong  
 Mr. Brown  
 Mr. Frazier  
 CDR McHugh  
 Mr. Key

243 - 7111  
 243 - 5065  
 243 - 8344  
 243 - 6846  
 243 - 7118

### **CFAY & Tenant Commands**

Operator Assistance  
 Afloat Training Group  
 Base Communications Office  
 Base Galley  
 Command Duty Officer (CDO)  
 Commissary  
 Comptroller  
 Family Members Assistance Team (FAST)  
 Defense Printing Service  
 EOD  
 Housing Welcome Center  
 Military Police  
 Navy Hospital, Branch Clinic  
 Ordnance Department  
 Port Operations  
 Recorded Ship's Information  
 Recorded Weather Forecast

113  
 243 - 6116  
 243 - 5847  
 243 - 5741  
 243 - 5000  
 243 - 5760  
 243 - 7630  
 243 - 6717  
 243 - 5642  
 243 - 7190  
 243 - 6784  
 110  
 243 - 5247  
 243 - 7380  
 243 - 7366  
 118  
 119

**Personnel Support Detachment**

Officer In Charge	243-8444
Personnel Services	243-5112
Military Pay Division	243-8453
NAVPTO FE	243-8487

**Public Works Department**

Environmental Division/HAZWASTE	243-6186
Licensing Office	243-5647
Transportation Division	243-7201
24Hr Trouble Call Desk	243-5555

**Moral Welfare and Recreation**

Director	243-7250
Administrative Office	243-7316

**Navy Exchange**

Officer In Charge	243 - 6742
Bayside Food Court	243 - 4420
Barber Shop	243 - 5384
Beauty Shop	243 - 3680
Car Rental	243 - 4456
Fleet Exchange	243 - 6751
Garage	243 - 5826
Gas Station	243 - 5826
Laundry & Dry Cleaning	243 - 5659
Mini Mart	243 - 6751
NEX Main Office	243 - 6752
Pack'n Wrap	243 - 3096
Package Store	243 - 6751
Personalized Services	243 - 5789
Tailor Shop	243 - 4620
Uniform Center	243 - 6736
Vending Machine Repair	243 - 3295

**Emergency Services**

Ambulance/Fire	116
American Red Cross	243 - 7490
Navy and Marine Corps Relief Society	243 - 7905

**Lodging**

Bachelor Enlisted Quarters	243 - 5019
Bachelor Officer Quarters	243 - 7013
Navy Lodge	243 - 6708

**Financial Services**

Navy Federal Credit Union	243 - 4734
Nations Community Bank	243 - 4586